



City of Burbank - COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION

## ***WINDOW REPLACEMENT: Low-Rise Residential***

**PERMIT APPLICATION REQUIREMENTS:** Window alterations to existing low-rise residential buildings shall meet following:

- 1. DOCUMENTATION:** Certificate of Compliance CF-1R-ALT form shall be submitted with permit application. Installation Certificate shall be provided to the Building Inspector by the installer.
- 2. ENERGY:** Manufactured windows shall meet the requirements of either the Prescriptive or the Performance approach. Site-built and field-fabricated products shall meet the requirements of the Performance Approach:
  - A. Prescriptive approach. The new windows shall be NFRC certified and temporarily and permanently labeled by the manufacturer. They shall meet the requirements for 1 or 2 below depending on the extent of the work:
    1. Replacements of windows in an existing window opening and alterations where **more than** 50 square feet of new window area is being added shall meet the these requirements:

Maximum U Factor	0.40
Maximum Solar Heat Gain Coefficient	0.40
Maximum Air Leakage	0.3 cubic feet per minute (cfm) per square foot
Maximum Total Fenestration Area	20% (Percentage of conditioned floor area)*
Maximum West Facing Area	5% (Percentage of conditioned floor area including skylights that are tilted to the west or tilted in any direction when the pitch is less than 1:12)*

*\*Calculations will be required. If the percentages are exceeded, the Performance Approach must be used.*
    2. Replacement of the windows in an existing window opening and alterations where **less than** 50 square feet of new window area is being added shall meet these requirements.

Maximum U Factor	0.40
Maximum Solar Heat Gain Coefficient	0.40
Maximum Air Leakage	0.3 cubic feet per minute (cfm) per square foot
  - B. Performance Approach. The windows shall be labeled. For site-built windows, a label certificate may be used in place of the temporary label and shall be kept on the job site by the contractor. Unlabeled and uncertified site-built and field-fabricated windows shall comply with the default values in Tables 116-A and 116-B. The new windows shall meet the applicable sections of the 2008 Building Energy Efficiency Standards including but not limited to: Sections 10-111, 116, 117, 151(f) and 152. The energy budget shall be based on a U-factor of 0.40 and a SHGC of 0.40., and the allowed glass area shall be the glass area of the existing building. For NFRC information, visit its web site at [www.nfrc.org](http://www.nfrc.org).
- 3. EMERGENCY EGRESS:** Existing windows in bedrooms may be replaced with windows that meet the following emergency egress requirements [CBC Section 1026].
  - Minimum net clear opening of 5 square feet for grade-floor openings and 5.7 square feet for second floor and above.
  - Minimum net clear opening height of 24 inches and opening width of 20 inches, through normal window operation.
  - Bottom of the clear opening not greater than 44 inches above the floor (measured from inside).
- 4. INSPECTION REQUIREMENTS:** The permit holder must arrange for the following inspections.
  1. Pre-Installation Inspection – The operation and size of the existing bedroom windows shall be inspected prior to installation. After approval, the windows may be installed.
  2. Rough Inspection – The windows shall be inspected after installation but before stuccoing or patching of the exterior wall surface to verify the energy information and flashing installation. The temporary NFRC energy labels must remain on the windows for inspection. After obtaining approval, the exterior stucco or siding and trim may be completed.
  3. Final Inspection – A final inspection is required to verify that the openings have been caulked, gasketed, weatherstripped, or otherwise sealed to limit air leakage. **In order to be valid, the permit must be finalized.**

**NOTES:** 1. A repair is glass replaced in an existing sash and frame, or replacement of a single sash in a multi-sash fenestration product.  
2. An exterior door that is more than one-half glass is a fenestration product and must comply with the mandatory and prescriptive measures and other standard requirements for fenestration products.